

## MERIT PROMOTION ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 06-144

OPENING DATE: 19 May 2006

CLOSING DATE: 5 June 2006

ANTICIPATED FILL DATE: 25 Jun 06

### POSITION TITLE AND NUMBER

Deputy Logistics Management Officer  
70641000 MD # 1212-015

### UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-NC-J4, NCARNG  
Raleigh, North Carolina

### GRADE AND SALARY (Includes Locality Pay 15.57%)

GS-0346-13 \$76,082.00 - \$98,902.00 per annum

### EMPLOYMENT STATUS

Excepted Service

**WHO CAN APPLY:** The area of consideration for this announcement is On-Board Technicians Only. Applications will only be accepted from current Excepted employees of the North Carolina National Guard.

**HOW TO APPLY:** Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number; date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

**QUALIFICATIONS REQUIREMENTS:** Must have 36 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's.

### KNOWLEDGE, SKILLS ABILITIES (KSA's)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Ability to make program and management decisions within the scope of the mission, function and responsibility of the directorate.
2. Ability to resolve complex issues.
3. Knowledge of logistics management programs.
4. Skill in developing long and short term program goals and objectives.

**CONDITIONS OF EMPLOYMENT:** 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

**MILITARY ASSIGNMENT:** Assignment to a compatible Officer position in the NCARNG is mandatory.

**EVALUATION FACTORS USED:** Personal interviews, review of application and the KSA Statement.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** Serves as a full deputy to the Logistics Management Officer (J-4). Plans, organizes, and oversees the activities of the state J-4, Logistics Directorate. Develops goals and objectives that integrate manpower and personnel support objectives into state short and long-term operational plans. Establishes, revises, or reviews policies, procedures, mission objectives, and organization design for the J-4 staff, to ensure work problems or barriers for mission accomplishment are eliminated. Promotes team building, implements quality improvements, and is responsive to concerns with regulatory compliance and/or customer requirements. Plans work to be accomplished by subordinates, adjusts overall priorities, and prepares schedules based on consideration of difficulty of requirements and assignments such that the experience, training, and abilities of the staff are effectively utilized to meet organization and customer needs. Provides subordinate supervisors and staff with direction and advice regarding policies, procedures, and guidelines. Reviews and structures organization to optimize use of resources and maximize efficiency and effectiveness of the organization. Balances workload and provides overall direction and vision to the subordinate division and branch chiefs on a wide range of logistics operations issues. Establishes metric and analytical systems to assess efficiency, effectiveness, and compliance with statutes and regulatory procedures. Evaluates requirements for additional resources submitted by subordinate supervisors, and balances organization needs with overall mission requirements and resource interests. Identifies need for change in organization priorities and takes action to implement such changes. Plans and schedules work in such a manner that promotes a smooth flow and even distribution and ensures effective use of organization resources to achieve organization goals and objectives as well as installation customer needs. Accepts, amends, or rejects work of subordinate supervisors. Reviews work and management techniques of subordinate supervisors; is held accountable for actions taken and advice provided by their staff. Makes decisions on work problems presented by subordinate supervisors. Directs self-assessment activities of subordinate supervisors. Reviews training recommended by subordinate supervisors to assure it is proper and promotes effective operation of the organization as a whole. Coordinates and directs the logistical mission and administers the Command Supply Discipline Program. Sets priorities and deadlines for special projects and coordinates plans with other states/territories as well as with subordinate supervisors. Responsible for development of logistical mobilization and readiness plans for deployment or redeployment and demobilization of assigned units. Manages long-range planning in structuring and scheduling readiness/mobilization logistics programs that are consistent with the needs of the National Guard Bureau and local organization. Collaborates with the J-3 Director, on a daily basis to resolve readiness related logistics issues. In collaboration with the Director J-5 and J-7, develops the logistics support and sustainment portion of the deliberate planning and contingency planning process as well as develops the logistics requirements for future roles and missions. In collaboration with the Director J-6, develops logistics automated information systems policy, procedures, and implementation plans. In collaboration with the Director J-8, develops recommendations for logistics sustainability and mobilization implications or shortfalls for consideration by TAG and National Guard Bureau J-4, ANG/LG, ANG CE and ARNG G-4 Directors. Issues joint logistics sustainability planning and mobilization guidance for use by the Adjutant General, Chief of the Joint Staff, Joint Staff Directors, Major Support Commands (MSCs), and war trace military services. Oversees the preparation of joint logistics and mobilization studies, estimates, and plans and provides a single point of contact to facilitate all logistics initiatives. Oversees the preparation of the logistics sustainability objectives needed to support the force structure and serves as the focal point. In collaboration with NGB J-4, ARNG, G-4, ANG/LG, ANG/CE, Joint Staff, Power Projection Platforms, and MSCs, identifies assets for fielding redistribution and cross-leveling during times of war, terrorist attacks, fire response services, environmental issues, natural disasters, humanitarian relief, and other contingencies in accordance with USAF and ARNG concepts(s) of operations and in support of the National Military Strategy. Reviews and advises NGB J-4 according to mission change documents, program guides, initiatives, directives associated with all engineering and construction activities. Consults and gains consensus approval with ANG Engineering Directorate, Engineering Divisions, ANG Contracting Officers and the United States Property and Fiscal Officer on contract capability and implementation efforts. Manages and coordinates professional advice, upon request, pertaining to engineering projects associated with State and Federal mission requirements and programming activities in support of the AG. When requested, provides assistance in negotiating and coordinating environmental issues with State regulatory agencies. Exercises supervisory personnel management responsibilities. Directs, coordinates, and oversees work through subordinate supervisors. Base level of work supervised is GS-11. Advises staff regarding policies, procedures, and directives of higher-level management or headquarters. Nominates or selects candidates for subordinate non-supervisory and supervisory positions taking into consideration skills and qualifications, mission requirements, and EO/EEO and diversity objectives. Ensures reasonable equity among units of performance standards developed, modified, and/or interpreted and rating techniques developed by subordinate supervisors. Explains performance expectations to subordinate supervisors and employees directly supervised and provides regular feedback on strengths and weaknesses. Appraises performance of subordinate supervisors and other employees directly supervised and serves as reviewing official on evaluation of non-supervisory employees rated by subordinate supervisors. Approves expenses comparable to within-grade increases, extensive overtime, and employee travel. Recommends awards for non-supervisory personnel and changes in position classification to higher-level managers. Hears and resolves group grievances and employee complaints referred by subordinate supervisors and employees.

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Initiates action to correct performance or conduct problems of employees directly supervised and reviews and/or approves serious disciplinary actions (e.g. suspensions, removals) involving non-supervisory subordinates. Ensures documentation prepared to support actions is proper and complete. Reviews developmental needs of subordinate supervisors and non-supervisory employees and makes decisions on non-routine, costly or controversial training needs and/or requests for unit employees. Encourages self-development. Approves leave for subordinate supervisors and ensures adequate coverage in organization through peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Ensures actions taken directly as well as those by subordinate supervisors promote an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes appropriate action to correct situations posing a threat to the health or safety of subordinates. Applies EEO/affirmative employment principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Explains classification determinations to subordinate employees. Represents the J-4 Directorate in dealing with a variety of state and state National Guard functional areas/organizations. Establishes, develops, and maintains effective working relationships with all serviced organizations and all senior staff members within the state. Meets with key customers and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and to resolve significant problems that arise. Ensures subordinate units provide customer guidance and training. Participates in special projects and initiatives and performs special assignments. Identifies the need for special projects and initiates milestones and goals. Evaluates reports by analyzing facts and performing appropriate research and prepares detailed responses. Determines appropriate recommendations for unresolved or questionable problems and performs follow-up. Researches and determines or recommends appropriate actions or interpretation of issues that impact organization, installation, command, or agency. Performs other duties as assigned.

**COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:** 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A PCS will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. Applicants will be advised in writing at the interview. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

**DISTRIBUTION:** A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, J4-4, J3-3, J1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**